



KING COUNTY
JOB PLACEMENT SPECIALIST
(HUMAN RESOURCE ANALYST)
DEPARTMENT OF EXECUTIVE SERVICES
HUMAN RESOURCES DIVISION/SAFETY & CLAIMS SECTION
Hourly Rate Range: \$24.67 – \$31.27 (2004 Rates)
Job Announcement: 05BL4974
OPEN: 2/23/05 CLOSE: 3/11/05

WHO MAY APPLY: This position is open to King County employees who are career service members of Teamsters Local 117 Professional Technical bargaining unit, King County career service employees, and the general public. Hiring consideration will be given in the order listed.

WHERE TO APPLY: Required forms and materials must be sent to the **King County Human Resources Division, 500 4th Ave, Room 450, Seattle WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Jenny Haykin at 206 263-4249 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED:

A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm) (at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Human Resources Division, 400 Yesler Way, Seattle, WA 98104.

WORK SCHEDULE: This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible. Normal office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

PRIMARY JOB DUTIES INCLUDE:

This position provides return-to-work services as a member of the Disability Services Team. In addition to transitional duty, the Team coordinates reasonable accommodations for King County employees with work-related medical restrictions as well as providing technical assistance to King County management. The Job Placement Specialist position involves:

- Conducting transferable skill analyses.
- Facilitating and monitoring the placement of temporarily disabled employees into alternative work.
- Facilitating the reassignment of medically terminated employees into new jobs in accordance with state and federal laws and King County policy, and monitoring the success of employees in their job reassignments.
- Reviewing King County Job openings to identify placement opportunities.
- Conducting ergonomic/job modification evaluations that involve researching, identifying, and documenting accommodations for vocational barriers.

- Writing, receiving, and reviewing correspondence to and from physicians, clients, employers, benefits adjudicators, and other parties involved in the accommodation and return to work processes.
- Maintaining logs, spreadsheets, databases, reference notebooks, and other reference materials.
- Managing a caseload and maintaining comprehensive documentation and statistics regarding services provided in accordance with established procedures.
- Providing education to King County employees on laws, policies, and services.
- Presenting program information to King County management.
- Working with King County management to solicit alternative work opportunities.
- Traveling to work sites and meeting locations as necessary to perform the above-listed duties.
- Providing accommodations and assistance to program staff as requested.

QUALIFICATIONS:

- A minimum of three years of experience as a Vocational Rehabilitation Counselor, Disability Accommodation Specialist, or Job Placement Specialist for individuals with disabilities.
- Experience applying Title I of the Americans with Disabilities Act, and the Washington Law Against Discrimination. Applicants will be tested on their skills in this area.
- Experience conducting job modification evaluations with the incorporation of ergonomic considerations.
- Proficiency using MS Office programs including Word, Outlook, Explorer, and Excel for data entry is required. Applicants will be tested on their computer skills.
- Experience with Lotus Notes desired.
- Strong interpersonal and human-relations skills, including teaming and collaboration abilities.
- Ability to handle difficult situations with diplomacy and tact.
- Demonstrated ability to compose business correspondence.
- Ability to maintain documentation and follow procedures in accordance with established standards.
- Familiarity with Washington State Industrial Insurance preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must be registered as a Vocational Rehabilitation Counselor (VRC) or VRC Intern with the Washington State Department of Labor and Industries or be qualified to obtain VRC Intern registration as documented in Washington Administrative Code (WAC) 296-19A-210.
- A valid Washington State driver's license or the ability to travel around the County is required.

SELECTION PROCESS: Applicants will be screened for qualifications, clarity and completeness of application materials. Qualified applicants may proceed to an interview.

UNION MEMBERSHIP: This position is represented by Teamsters Local 117, Professional/Technical Unit.

CLASS CODE 2311200